CLARIFY YOUR TASK

1.	What is	the	overall	purpose	of your	committee?
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2.	What are	your obje	ectives fo	r this y	ear? (e.d	a. tasks,	money,	partici	pant

IDENTIFY CRITERIA FOR SUCCESS

1. When your committee has completed its work, what will success look like? (Describe the results in concrete, observable terms)

	What does good enough look like?	What does high performance look like?
Outcomes	<u> </u>	
Process		
Important benchmarks		
		1

Committee Name		

IMPLEMENTATION PLAN/ ACTIVITIES SCHEDULE

List activities necessary to reach your goals.	Who is responsible for this?	By when?

When and where will your committee meet?

DATE: LOCATION:

1.
2.
3.
4.
5.
Committee Name

Determine how you'll work together for success

	you expect/need from each member of the committee?
a <u>. </u>	
b.	
h	
i	
	you expect/need from your committee chairperson?
What do a	you expect/need from your committee chairperson?
What do a b	you expect/need from your committee chairperson?
What do a b c	you expect/need from your committee chairperson?
What do a b c d	you expect/need from your committee chairperson?
What do a b c d	you expect/need from your committee chairperson?
What do a b c d e f	you expect/need from your committee chairperson?

RESOURCES AND DATA YOU'LL NEED TO COMPLETE YOUR WORK

What information or resources will you need from others (outside of the committee) to complete your task?	Who has this information or resource?	How will you obtain or arrange for your committee to access this information or resource?	By when?